Accident Investigation

Audience: All persons responsible for investigating workplace accidents

Average Training Time: Average - 30 to 60 minutes

Format / *Product Code:* CD-ROM (MPEG Video)/ *CLAINMPG*
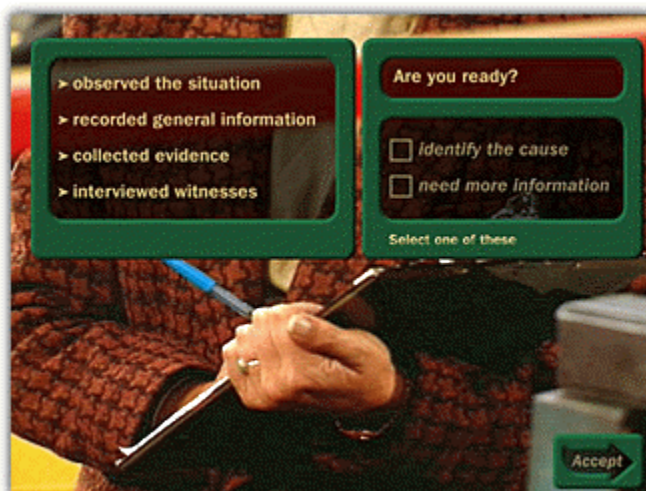
Produced by: Mastery Technologies, Inc.

Mastery interactive version based on original video content produced by: Comprehensive Loss Management, Inc.

OVERVIEW

"Accident Investigation" is an interesting and effective course on how to conduct a proper investigation of a workplace accident. The course stresses proper investigative procedure and conveys an understanding of the basic skills needed by the investigator. The course teaches how to analyze the facts, identify the contributing factors, and discover the root cause.

The course treats the entire process, from the first steps of securing the area, through the final stages of taking corrective actions and follow-up.

Nineteen interactions involve the learner and make sure they fully understand all concepts.

TOPICS

The course presents interactive instruction covering the following topical areas:

Investigate

- Secure the Area
- Organize Your Approach
- Gather Facts
- Collect Evidence
- Interview Witnesses

- Review Records

Find Cause

- Review Facts
- Ask "Why" Questions

Take Action

- Corrective Action
- Short-Term Solutions
- Long-Term Solutions

Document

- Accident Reporting

Follow-Up

- The Follow-Up Procedure

PERFORMANCE OBJECTIVES

This course will measure mastery on each of the following performance objectives. Upon completion, workers will be able to...

Properly and effectively investigate accidents

1. Identify the first priority in any accident investigation.
2. List immediate steps to take to secure the accident area.
3. Determine steps to include in the initial investigation.
4. Describe good witness interviewing techniques.
5. Acknowledge that the intent of the investigation process is to identify causes of accidents and develop corrective actions to avoid future occurrences.
6. List tasks involved in investigating workplace accidents.

Determine the cause of an accident

1. Agree to include environmental factors as a possible contributing factor.

2. Choose an example of an accident's contributing factor.
3. Recall mapping events as an effective way to determine an accident's cause.
4. Use "why" questions to analyze facts to discover contributing factors and the cause or causes of an accident.

Take corrective action to prevent future accidents

1. Recommend a typical corrective action for an accident whose primary cause was people-related.
2. Recommend a typical corrective action for an accident whose primary cause was equipment/material-related.

Properly document all areas of an investigation

1. Explain the benefits of documentation.
2. From a list, select required forms to complete.

Follow up on corrective measures

1. Explain the importance of follow-up.
2. Agree that follow-up helps ensure the most appropriate measures are taken.

Follow through on a complete investigation

1. List investigation procedures from gathering facts to follow-up.